The Montana Office of Public Instruction is once again pleased to announce that all Montana K-12 students, faculty and staff are eligible to purchase select Microsoft software titles at substantial discounts. OPI's Montana Educational Telecommunications Network (METNET) has made this possible under the new Microsoft Student Select K-12 agreement.

Software Title	Student and Faculty Pricing Starting at
Microsoft Office 2010	$71.82
Microsoft Office Project 2010	$121.09
Microsoft Office Visio 2010	$69.45
Microsoft Windows 7	$66.86
Microsoft Expression Blend	$67.65
Microsoft Expression Media 2	$38.81
Microsoft Expression Studio 2	$86.96
Microsoft Web 2	$47.42
Microsoft Math 3	$14.18
Microsoft Office 2008 for Mac	$70.89

Instructions for School Administration Personnel

REGISTER AN ACCOUNT FOR YOURSELF ON THE E-ACADEMY WEBSITE
Go to the e-academy website, http://opi.mt.e-academy.com, and click "Sign In" in the upper right menu, click "Register" on the Sign In page

Choose the appropriate verification method:

1. I have an institution issued email address (i.e.: @schoolname.K12.mt.us) – Enter in your school e-mail address and click continue. E-mail will be sent to your e-mail address, which you will need to access in order to activate your account. If you are unable to find this e-mail message, please check your junk mail folder.

2. I will submit proof of my academic affiliation (e.g. student ID or report card) via upload or fax – After you submit your proof of academic affiliation, e-academy staff will verify it and will e-mail you with a response. If the proof is sufficient, e-academy will activate your account and e-mail you your account credential.

Once you are registered, you will automatically have the ability to generate registration codes

GENERATING REGISTRATION CODES

1. Login to your e-academy account at http://opi.mt.e-academy.com
2. In the top menu, click on the Administration link and another window should pop-up
3. From the left menu, go to Users -> Registration Code Pools
4. Click on Registration Code. The next page will show a summary of all the registration codes that have been generated by your organization. If you previously generated registration codes, you may reprint them by selecting the appropriate line item and clicking Print Handouts
5. To generate registration codes, click Generate New Batch
6. Enter in the required information. You may put anything into the description field as it is for your own reference.
7. Click Generate
8. A line item will be added to the list. Choose your line item and click Print Handouts to printout the registration sheets

You may distribute individual registration sheets to parents and students.

Each registration sheet includes a unique code. You should not print the same set of registration sheets more than once as this may result in the same registration code being passed out to more than one person. In other words, don't make photocopies and distribute. *Only the first person that registers a particular code will be successful.*

Parents and staff use the sheet containing the Web address and individual registration code to purchase products with their own credit card.